

**CODE OF CONDUCT****1.11.1**

We recognize that City employees have responsibilities to various groups:

- The public
- Elected officials who represent the public
- Their appointing authorities and supervisors
- Fellow employees
- Representatives of other agencies/organizations

These unique responsibilities require each of us to act with honor, faithfulness, loyalty, fairness, and due diligence in conducting our job duties; and require us to report improper, unethical or unlawful behavior.

City employees must, at all times, comply with all applicable laws and regulations. Failure to comply with all applicable laws and regulations or unethical behavior in connection with the performance of an employee's duties will not be condoned or permitted. The City does not permit any activity that fails to stand the closest possible public scrutiny.

The City of Redlands is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees to gain, by deceit, financial or other benefits at the expense of the City taxpayers.

**A. RESPONSIBILITIES**

The City and its Appointing Authorities are responsible for:

- Setting an example of competence and appropriate ethical behavior;
- Implementing and abiding by this Code of Conduct;
- Ensuring that all employees receive a copy of the Code of Conduct and returning the signed copies to Human Resources files upon initial hire, and thereafter on an annual basis as part of the employee's annual performance review;
- Providing job training for all employees;
- Emphasizing acceptable standards of performance for each job;
- Clarifying City policies and procedures for all employees who might be unclear as to what is appropriate behavior;
- Providing working conditions which enable City employees to accomplish their assigned duties fairly and safely;
- Providing a workplace environment that encourages open communication, free of fear of reprisal, in the belief that respectful honesty is the surest way to identify problem areas, address them and resolve them;
- Providing an avenue for employees to report alleged violations of this Code to their supervisor, appointing authority or the Department of Human Resources;
- Providing a work environment free of harassment, bullying and discrimination.

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City Supervisors are responsible for:

- Setting an example of competence and appropriate ethical behavior;
- Teaching all employees under their supervision how to do their jobs within the guidelines of this Code;
- Emphasizing acceptable standards of performance to all employees;
- Emphasizing and clarifying City policies and procedures for all employees;
- Managing their area of responsibility, and the actions of their staff in accordance with this Code;
- Maintaining a workplace environment that encourages open communication, free of the fear of reprisal, in the belief that respectful honesty is the surest way to identify problems areas, address them fairly, and resolve them;
- Providing a work environment free of harassment, bullying and discrimination.

City Employees are responsible for:

- Competence and ethical behavior;
- Reading, signing, and agreeing to abide by the provisions of this Code of Conduct upon initial employment and on an annual basis thereafter;
- Regularly reviewing this Code and comparing their own behavior to the responsibilities and standards described in this Code;
- Performing their job within the guidelines of this Code;
- Meeting acceptable standards of performance;
- Following City policies and procedures;
- Contributing to a workplace attitude that respects the standards and behaviors promoted by this Code;
- Abstaining from engaging in discriminating, bullying or harassing behavior towards members of the public, customers, elected officials, contractors and other employees;
- Seeking assistance when they are uncertain about the right thing to do;
- Ensuring that their own actions are not illegal, unethical, or in violation of the rules and regulations of the City of St. Redlands;
- Reporting alleged violations of this Code of Conduct to their supervisor, appointing authority, or the Human Resources Department.